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Faculty Senate Minutes

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12-16-2010

AY 10-11 Meeting 2010-12-16

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Recommended Citation

Faculty Senate, "AY 10-11 Meeting 2010-12-16" (2010). *Faculty Senate Minutes*. Paper 93.
http://opus.govst.edu/facultysenate_minutes/93

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**Governors State University
Faculty Senate
Minutes December 16, 2010**

Senators (Present = X):

<u>X</u>	E. Alozie	<u> </u>	B. Essex	<u> </u>	C. Mejta
<u>X</u>	A. Andrews	<u>X</u>	S. Gandy	<u> </u>	R. Muhammad
<u>X</u>	P. Blobaum	<u>X</u>	H. Heino	<u> </u>	B. Parin
<u> </u>	M. Bruce	<u>X</u>	W. Henne	<u>X</u>	W. Rudloff
<u>X</u>	M. Carrington	<u> </u>	R. James	<u>X</u>	A. Shekib
<u> </u>	D. Cepa	<u> </u>	T. Kelly	<u>X</u>	C. Tymkow
<u>X</u>	D. Cortese	<u>X</u>	J. Klomes	<u>X</u>	B. Winicki

Guests: Executive Vice President Gebe Ejigu, Assistant Provost Sandra Mayfield, Carlos Ferran, David Green, Rosemary Johnsen, Jean Johnson, Eric Matanyi, Becky Nugent, Lisa Wallace, Christopher White, Becky Wojcik

1. Call to Order

Heino called the meeting to order at 1:10 pm, called the roll, and welcomed the visitors.

2. Administration Updates and Reports

Ejigu reported that President Maimon and Provost Allison are off campus today. He reported that the online portal associated with the new ERP is almost ready to go live.

Matanyi presented an overview of the portal *via* PowerPoint. He presented the same overview to the campus-wide ERP advisory group on December 2. IRiS project team members will conduct online and face-to-face tutorials on the new portal during January and February. January 21 is the approximate date by which the new portal should come online. Once online, the portal will be the primary access point for all electronic activities at GSU, and will be the primary business and communication tool. For example, the portal will be used to sign on to Datatel, CMS, Blackboard, Colleague, and library resources. The portal will replace the current “My GSU” interface that students use and that faculty use to update contact information; and will replace the GSU intranet. Rather than being a static site, the portal will accept feedback. The various components of the portal will be built gradually. Once online, there will be opportunities for campus groups to create microsites. People also will be able to manage and share documents.

Matanyi asked for questions and comments from senators. A senator asked what kind of feedback the ERP advisory group gave on the portal. Ejigu replied that the advisory group was excited about the new portal, and asked technical questions. Another senator asked if users will be able to receive RSS feeds through the portal. Matanyi replied “yes,” probably through the “My Bookmarks” feature. Another senator asked if Iphone applications will be compatible with the portal. Matanyi replied “yes,” but this feature will probably not be operational until the last phase of implementation of the portal. Another senator asked if the portal will be compatible with various versions of Microsoft Office. Matanyi replied that he expects no compatibility issues. Ejigu said that most of the Datatel tools are Microsoft tools.

The discussion topic then changed to potential issues with the upcoming change in all GSU usernames (the hyphen in each username will be removed). A senator was concerned that the change might cause problems with links associated with websites. Another senator asked if old email addresses still will be functional after the change is made. Ejigu replied that the old email

addresses still will be functional “for awhile.” Another senator addressed the upcoming Microsoft Office updates that will be installed on all computers over the holidays. The senator asked when faculty will be able to use their computers again after the software installations. Ejigu replied that faculty can use their computers beginning December 27.

3. Approval of November Senate meeting minutes

The Senate reviewed the November 2010 minutes. Shekib made a motion that minutes be approved as written, and Andrews seconded the motion. The motion passed by voice vote.

4. Report from Student Senate

Wallace, Vice President of the Student Senate, presented the report. She thanked GSU faculty for making Fall 2010 “a wonderful learning environment.” She said that the Student Senate welcomes the opportunity of partnering with the Faculty Senate during 2011. Heino asked what is currently on the Student Senate agenda. Wallace replied that Student Senate elections will take place soon. The Student Senate also is working with Dean Poole to initiate new student activities. In addition, the Student Senate is working on getting the Latin terms for “in honors” retroactively included on existing student diplomas. During discussion, senators said that this change would not be possible.

5. Faculty Reports

IBHE Faculty Advisory Committee (IBHE FAC)

Shekib reported that the IBHE FAC met on December 10. She will distribute a written report of the next meeting during the next Faculty Senate meeting. During this meeting, shared governance was discussed. The IBHE FAC will be looking for resolutions on shared governance from groups such as our Faculty Senate. Heino said that this issue will be discussed during the Executive Committee meeting on January 13. Shekib reported that she will be on sabbatical leave next semester. Consequently, she may not be present at Faculty Senate meetings after January, but Fontana will substitute for her.

University Curriculum Committee (UCC)

No report.

Academic Program Review Committee (APRC)

Gandy reported that APRC met on December 9. They approved the MS Nursing Informatics. They approved “Master of Science in Nursing: Family Nurse Practitioner Focus Family Nurse Practitioner Certificate,” subject to revisions being made. Revisions requested were that “Master of Science in Nursing: Family Nurse Practitioner Focus” and “Master of Science in Nursing: Family Nurse Practitioner Certificate” be submitted in separate documents. They also looked at several other proposals, including several Entrepreneurship proposals. Heino said that the Faculty Senate should have a better idea of the large number of concentrations being delivered at off-campus locations. He said that such programs never ask for additional resources, and may be unsustainable. Heino also suggested that the Academic Master Plan group consider these issues. Gandy replied that each proposal for a new program must quantify demand for graduates in the occupational field, and student demand for the coursework. On December 22, APRC will be meeting with a group of faculty wanting to offer an MA in Teaching.

Educational Policy Committee (EPC)

Winicki reported that the Provost and President have approved the Senate-approved Policy 36, Credit through Evaluation of Prior Experiential Learning (CEEL), and the new version of the policy has been posted on the Provost's office website. EPC now is working Policy 5, Student Grievance Policy and Procedures. EPC is waiting to hear from Kennedy concerning language in the policy referring to a student having legal counsel present during the grievance procedure. During Spring semester, EPC will meet on the second and fourth Thursday of each month, from 11:15 to 12:45. A meeting room number is not available yet. EPC currently has a vacancy resulting from Johnson's resignation.

Graduate Studies Council

Winicki reported that the Graduate Studies Council has sent their revised Policy 16, Graduate Studies, to Provost's office. She expects that the policy will go to EPC soon. The Graduate Studies Council has proposed that Policy 16 be disarticulated into several parts, probably resulting in new policies.

Executive Committee

No report.

Course Renumbering Task Force

Cortese reported that the task force met with the Registrar and public relations personnel to discuss how GSU will prepare for course renumbering. To date, the task force has agreed on the following numbering scheme: For the first digit in each course number, "0" will be for remedial, "1" for freshman level, "2" for sophomore level, "3" or "4" for upper level undergraduate, and "5" through "9" for graduate level courses. For graduate level courses (course numbers beginning with 5 through 9), "0" as the second digit in the course number will be reserved for special topics courses. Course numbers "8999" and "9999" will be reserved for directed scholarship courses in master's and doctoral programs, respectively. Cortese said that the task force will host a faculty forum (open to everyone at GSU) to discuss course renumbering on January 21. The task force also will conduct additional meetings beginning in February. A senator suggested that the January faculty forum be held on a day other than Friday.

Academic Master Plan

Cortese reported that the committee has done a SWOT (strengths, weaknesses, opportunities and threats) analysis related to the academic plan. They have sent the results of the analysis to all deans and department and division chairs. These administrators will be communicating with their faculty concerning actions to be taken related to programs. The Academic Master Plan committee comprises Unit A faculty representatives from each college, two Unit B faculty, a representative from administration and a representative from Faculty Senate. Heino asked what the timeline is for formulation of an Academic Master Plan. Cortese replied that the committee will work on the plan over the period of a year. He said that Provost Allison is interested in having the Academic Master Plan eventually housed under Faculty Senate. Heino said that the Faculty Senate will need sufficient administrative support in order to take responsibility for the Academic Master Plan.

6. Bargaining Unit

No report.

7. Standing Committee Vacancies, Appointments

Heino reported that both EPC and UCC have one vacancy to be filled from library and digital learning. Blobaum replied that library faculty will discuss potential volunteers to fill the vacancies during their January meeting.

8. Assessment Academy

Mayfield presented a report on the HLC Assessment Academy. Mayfield, Provost Allison, Johnsen, Johnson, Green, Ferran, Sexton and Wojcik are participating in the academy. They attended an HLC academy roundtable last month during which they started working on a simple, repeatable, sustainable, faculty-driven (with administrative support) process for monitoring student outcomes. During the roundtable they saw reports on assessment projects from other universities. Johnsen talked more about GSU's assessment project for the assessment academy. She said that in GSU's HLC accreditation report, HLC identified a concern with undergraduate general education. According to HLC, although GSU undergraduate students transfer in from other schools, GSU confers the undergraduate degree. Consequently, GSU is responsible for assessment of undergraduate general education. She said that we can think of general education as transferable skills and competencies, such as writing. GSU's assessment academy group decided to focus on student writing as GSU's assessment project for the academy. Johnsen said that GSU already has some good infrastructure and processes in place related to student writing—it has Writing Across the Curriculum and the Writing Center, and is a member of the South Metro Writing Consortium. The assessment academy group currently is gathering additional data concerning writing initiatives at GSU, and has found some inconsistencies. For example, UCC has criteria for determining which courses are writing intensive, but these criteria have not been approved by Faculty Senate. The goal of the assessment academy group is to help faculty to formulate a process for assessing student writing that will incorporate general education objectives, and will not involve additional work. A simple rubric may be used across the university. The assessment academy group will host several conversations with faculty concerning the assessment project, beginning in January. Some working groups will be developed that will tap into faculty expertise. In addition, the assessment academy group is interested in hearing ideas from the Faculty Senate on ways in which faculty can become involved in the assessment project. Wojcik said that it is important that this is a manageable project, and that it is sustainable, comprehensive, and campus-wide. The project should focus on undergraduate learning outcomes, and it should maximize strengths of what has already been done at GSU. Heino suggested that this project may also involve faculty development related to teaching and/or assessing student writing. Mayfield said that members of the assessment academy group will meet with each program at GSU to discuss how writing is incorporated within and assessed in each program. In addition, Provost Allison currently is coordinating a grant proposal through which students with writing problems may be able to get assistance (intervention) with writing. Ferran said that by the time of the HLC site visit in 2013, GSU will have to have in place a “closed loop” related to assessment of student writing. For example, if students need improvement in writing, we

have to be implementing changes in our instruction that will result in improvement in writing. A senator asked if writing of incoming GSU students is assessed in some way. Mayfield that writing skills of incoming students are assessed as part of the directed self-placement. She said that she recently went through the directed self-placement. The writing assessment portion was multiple choice, and was not sufficient to assess writing skills of incoming students. Wojcik suggested that all senators talk with faculty about potential issues concerning assessment of student writing. Senators discussed the potential role of the Faculty Senate and its standing committees in working on assessment of student writing. A senator suggested that part of the Faculty Senate's role might be working with the Writing Center and working on directed self-placement related to assessment of writing. Heino said that the Executive Committee will discuss these issues at its meeting on January 13.

9. Adjournment

Henne made a motion to adjourn, and Shekib seconded the motion. The meeting adjourned at 3:11.

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